

Position

Consulting Analyst

Overview

Richner + Richner, LLC is a well-established, rapidly expanding strategic fundraising consulting firm based in Ann Arbor, Michigan. We are seeking a qualified professional to join our team as Consulting Analyst.

Richner + Richner is committed to helping our non-profit organization clients change their cultures so that relationship based fundraising will thrive in a sustainable manner on an ongoing basis.

Consulting Analyst Job Purpose

Utilizing a unique methodology developed by Richner + Richner, the Consulting Analyst will primarily be responsible for systematically evaluating the fundraising operations and aspirations of clients through interviews, consultations, site visits and the review and analysis of documents, processes and data. The Consulting Analyst will synthesize the information gathered, draft comprehensive reports, delivered in multiple formats, and present to client. Creating the rationale for our recommendations is at the heart of the Consulting Analyst position. The Consulting Analyst will also play an important role as part of a team interacting with clients as part of the sales and onboarding process as well as delivering services on an on-going basis throughout the client relationship.

Consulting Analyst Job Duties

The ideal candidate will serve as a member of the professional consulting team, performing duties including but not limited to:

- Reviewing large quantities of client generated information collected through R+R's proprietary diagnostic tool;
- Interviewing prospective individual, corporate, and foundation donors and volunteers as part of client assessment work;
- Facilitating focus groups;
- Drafting project reports to be delivered to clients;
- Originating various kinds of individual and small group presentations to clients;

- Performing basic and in-depth research related to trends in the non-profit sector, particularly related to philanthropy;
- Triaging and responding to client requests;
- Assisting with generating proposals and contracts for client work; and
- Other projects as assigned.

The ideal candidate will grow and develop under R+R's apprenticeship model, leading to opportunities for significant professional growth and career advancement.

Qualifications

- Bachelor's degree.
- Minimum of 5-7 years of fund development or related experience.
- Outstanding analytical skills.
- Strong organizational and planning skills.
- Excellent written and verbal communication skills.
- Outstanding sales skills.
- Ability to work in a fast-paced environment and meet multiple project deadlines.
- Strong orientation toward customer service.

Personal Attributes

- Outstanding interpersonal and communication skills; commitment to teamwork.
- Flexible and quickly able to adapt to changing priorities.
- Personally motivated, high energy output; proven self-starter with a positive can-do outlook.
- Commitment to excellence and the implementation of best practices in all areas of service delivery.
- Able to work effectively with a wide variety of people; commitment to diversity.
- Strong professional standards; highest ethical behavior.

Compensation and Benefits

Richner + Richner is pleased to offer a highly competitive compensation package, including a bonus plan, medical/dental insurance, and a retirement plan in a highly flexible team-oriented environment. Richner + Richner invests in the professional development of its employees through external training and internal coaching and mentoring.

Equal Opportunity and Nondiscrimination Policy

In keeping with its goals of individual recognition and treatment characterized by dignity and respect, Richner + Richner, LLC is committed to providing equal employment opportunities to employees and to applicants for employment and will not discriminate on the basis of race, creed, color, religion, national origin, sex, sexual orientation, age, disability, height, weight, or marital status in the hiring, promotion, or any other aspect of employment.

To Apply

To be considered for this position, please email a cover letter, copy of your résumé, including salary history, and professional references to Cedric@RichnerRichner.com.

For more information, see our website, www.RichnerRichner.com, or call [734.213.7704](tel:734.213.7704).

